



## **JOB DESCRIPTION**

Position Title: **Lead Inspector**

Working Area: **Clearance Inspection**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Technical work involving the uniform application of the Seminole County Condemnation Ordinance and related County and State Codes within the unincorporated areas of Seminole County.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans and organizes work activities pertaining to the timely inspection, repair, or demolition of unoccupied dilapidated buildings. Coordinates inspections with specialists, i.e., building, electrical, plumbing, mechanical and/or fire safety. Provides technical assistance to owners of dilapidated buildings.

Advises the CDBG Program Coordinator and/or the department director of any field conditions, which are potentially hazardous or controversial.

Locates unoccupied buildings and determines status, i.e., public nuisance, dilapidation and/or abandonment. Determines legal description and legal owner of building.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Through knowledge, training, and experience in the methods utilized in building construction. Through knowledge of the Building Code. Considerable knowledge of local laws, County Codes and/or State Statutes governing building construction.

Ability to work effectively with supervisors, the general public, building trades, and other County Departments. Must have the ability to communicate effectively both orally and in writing. Must possess good customer service skills.

High School Diploma or GED and five (5) years experience as a Building Inspector, Building Contractor, Engineer, Architect, or Construction Superintendent.

Must be registered as a Building Inspector or Combination one and two Family Dwelling Inspector by the State of Florida as defined by Statute 468.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to

climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.